Title Lesson
Using Windows
(Definition of Regional settings)
And Select a certain country

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	lesson description					
Date						Action	Introduction	Warm Up	Activity1	Activity2	evaluation
Interval						Time					
class						notice					

Objective   Expected at the end of
this lesson
-:that student should be able to

* Recognize the meaning of the regional settings.

* .Write history in a short time and long again

Acquires the student positive attitudes towards .
*collective action

Learning Aids

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Discussion - Cooperative

Learning Method
learning - Groups

Activities In The Class
Each working group
sketch of the window, and try to write data.

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Activities Out SIDE The Class
Identifying
the key elements in the

regional settings.

What do you know about Big Ben, the clock, Cairo University?
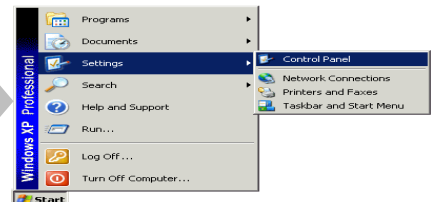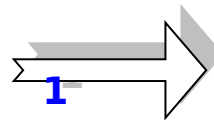
Lesson Presentation

Definition of Regional Settings:-

Windows makes it possible to specify those settings and also changes the

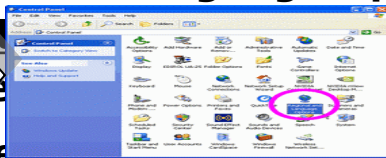(numbers – currency - date and time formation) according to the user .

Main items in Regional Settings:-

1-Start

2-Setting

3-Control Panel

4-Regional and Language Option

1

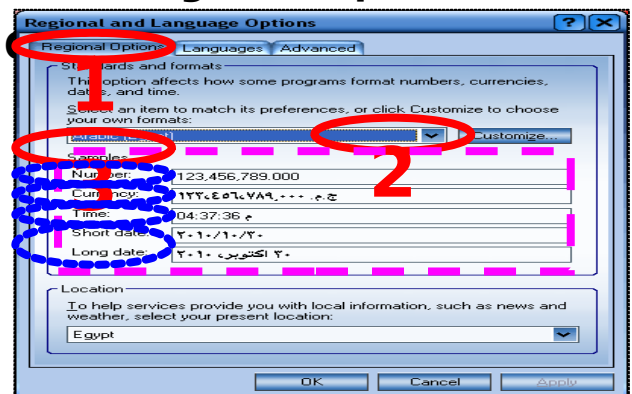## Selecting the Country:-

1- Open

2- Select Control Panel

3- Select (Date – Time - Language and Regional Option)

4- Select Language and Regional Option

2

Evaluation

Put (√) or (×)

1- We Can identify the timing difference from a country to another from Windows (   )

2- When selecting a country from the Regional Setting menu we will not be able to change or modify any of it's Regional Setting (   )

Title Lesson
Change the numbers format on the computer

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	lesson description					
Date						Action	Introduction	Warm Up	Activity1	Activity2	evaluation
Interval						Time					
class						notice					

Objective   Expected at
the end of this lesson
-:that student should be able to

* Recognize on the numbers window.

Writes the number of positive and another negative * . correctly

Acquires the student positive attitudes towards .

*collective action

Learning Aids

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Computer Picture Data show White board

Brainstorming - Groups

Learning Method

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To change the system so that the numbers are as follows decimals five

To change the system so that the numbers are as follows the 12,34,56,789 digital groups.

Warm Up

What is the difference between the number of the positive and negative number??

Lesson Presentation

-: Changing the Numbers format on the compute

1- Click Start.

2- Select Control panel.
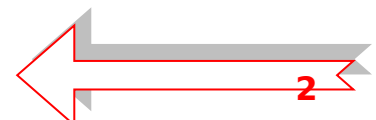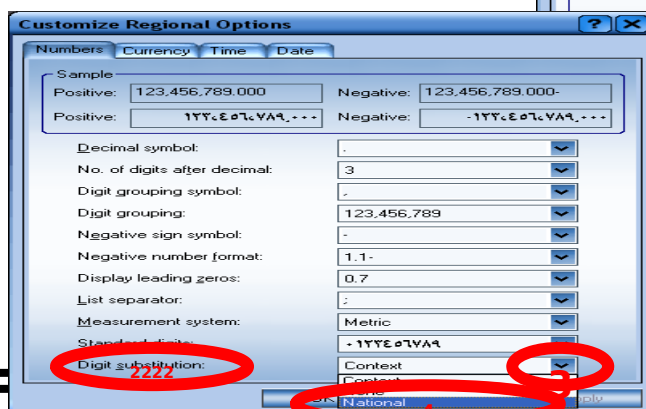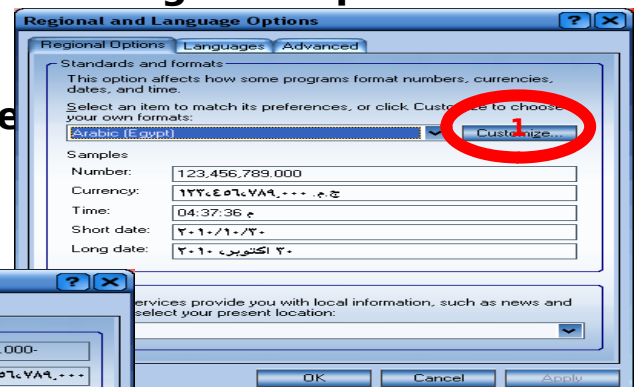
3- open the regional settings

4- Click regional and Language Option select Regional Option

5- Click Customize

6- choose from the dialog Customize Regional Option tab first Number

7- Click Digit Substitution choose

8- Click " ok "

Changing the Numbers format on the compute

1- ……………………..   2- ……………………..

3-   …………………….   4- …………………….

5-   …………………….   6- …………………….

7-…………………….   8-…………………….

Title Lesson
Change the format of date display
(AD – AH)

Class : …… / ……   **Time** : …… / ……

..**Date** : …… / …… / 201

Class : …… / ……   **Time** : …… / ……

Date : …… / …… / 201..

Objective   Expected at

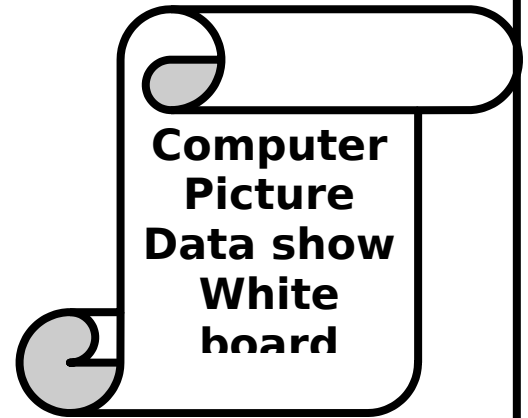**the end of this lesson**
-:that student should be able to

* **Know the difference between the long Date and Short Date.**

* **. Change the form of the date (AD – AH)**

Acquires the student positive attitudes towards .

*collective action

Learning Aids

- ❖
- ❖
- ❖
- ❖

Learning
Method

Change the form of the date (
Activities In The
Class AD – AH)

- ❖

diagram of the square Apostle
Activities Out SIDE
The Class
your history

and write data

Warm Up
What is the difference between Hijri an
Gregorian date?

Lesson Presentation

*** . Change the form of the date (AD – AH)**

Computer
Picture
Data show
White
board

Cooperation - Participate
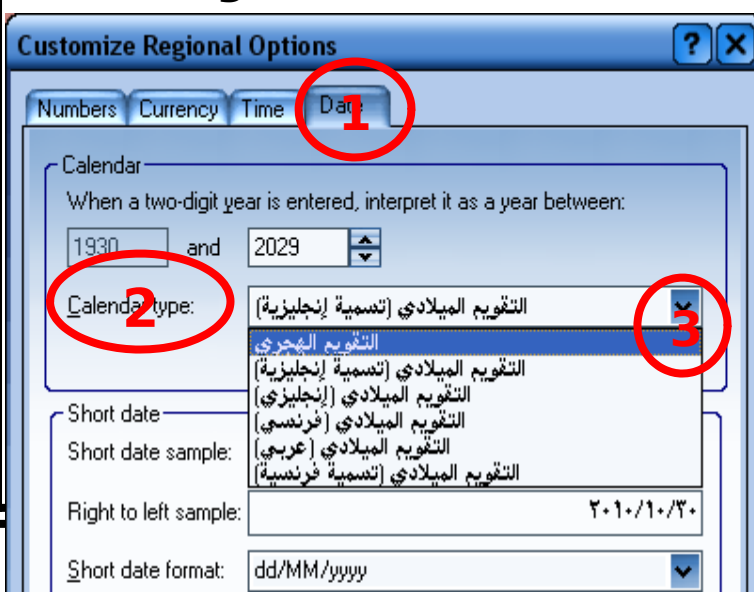
Long date

Long date sample: | اكتوبر 30, 2010

Right to left sample: | ٣٠ اكتوبر، ٢٠١٠

Long date format: | dd MMMM, yyyy

④ OK | Cancel | Apply

Type date

9- Click "ok"

*Tab to set the date

1- Calendar

2- Short Date

3- long Date

Evaluation

Complete the following

1- We set the date display format from ………………….. tab.

2- To convert the AD Date display format to AH format, use

………………… from the Date window.

Title Lesson
Change the format of currency display

Class : …… / ……   **Time** : …… / ……

..**Date** : …… / …… / 201

Class : …… / ……   **Time** : …… / ……

Date : …… / …… / 201..

Objective   **Expected at**
the end of this lesson
-:that student should be able to

* Know the Definition of Regional settings.

*Change Change the format of currency display .

Acquires the student positive attitudes towards .

*collective action

Learning Aids

❖

❖

❖

❖

Cooperative learning -

**Computer
Picture
Data show
White
board**

Discussion -

Groups

**Change the format of
currency display**

❖

diagram of the square shape

Draws a

currency.

Apostle your

Warm Up   **What is the importance of currency?**

Lesson Presentation

Change the form of the currency display.

1- Click start.

2- Select control panel.

3- Select (date, time, langua[ge]

And regional options).

4- Select (language And regi[on]

options).

5- From (regional options) ta[b]

6- Click (customize).

7- From (customize regional

8- Options)

9- Select the user's country

10- Select Currency symbol

11- Click "ok"

Customize Regional Options

Sample

Positive: ١٢٣٤٥٦٧٨٩٬٠٠٠ ج.م. Negative: ١٢٣٤٥٦٧٨٩٬٠٠٠ ج.م.-

Currency symbol: ج.م.

Positive currency format:

Negative currency format: ١٫١ج.م.-

Decimal symbol: .

No. of digits after decimal: 3

Digit grouping symbol: ٬

Digit grouping: 123,456,789

Cancel   Apply
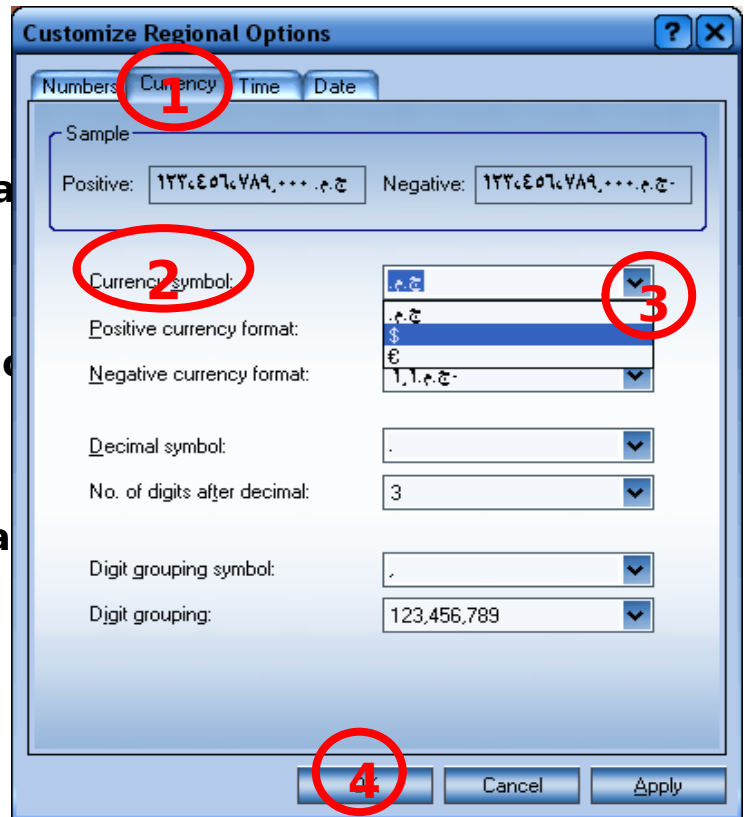
Evaluation

Put (√) or (× (

1-To open the currency settings ,use currency tab (   )

2-We can't change the default currency symbol of any

country (   )

Solving the problem of not having Arabic

Class : …… / ……   **Time** : …… / ……

..**Date** : …… / …… / **201**

Class : …… / ……   **Time** : …… / ……

Date : …… / …… / 201..

Objective   **Expected at**
the end of this lesson
-:that student should be able to

* **Know how to solving the problem of not having Arabic.**

*Add Arabic language to the key board.

Acquires the student positive attitudes towards **.**
*collective action

Learning Aids

- ❖
- ❖
- ❖
- ❖

Computer
Picture
Data show
White
board
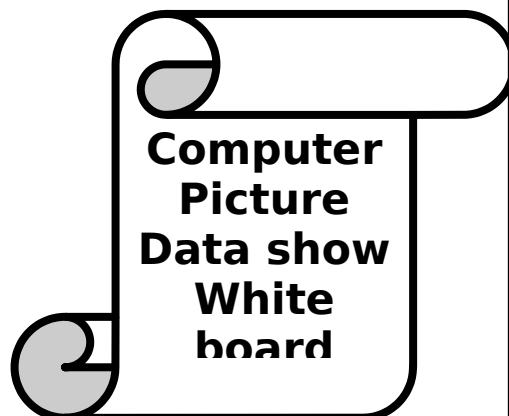
Cooperation - Participate

Learning
Method

Know how to solving the problem
Activities In The
Class

having Arabic

of not

- ❖

language to the

add Arabic
Activities Out SIDE
The Class

key board

Warm Up   **What is meant regional setting?**

Lesson Presentation

- **Solving the problem of not having Arabic language within languages op**

    1- **open start list**

    2- **Control Panel**

    3- **Select Regional Settings**

    4- **choose Regional and Language Opti**

    5- **select the second tab Language**

    6- **click OK**

    7- **choose the Add button**

    8- **add the Arabic language**

    9- **choose the Arabic language Arabic (Egypt**

    10- **Click Ok**
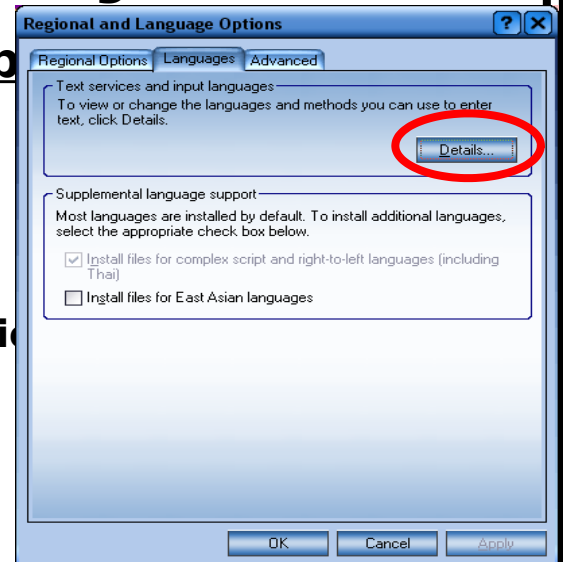
- **Note**

To delete the language

    1- **Clicking Click northern once**

    2- **press the Remove button to delete**

    3- **click on OK.**

Evaluation   **Put (√) or (× (**

    1- **we can't use more than two languages on the computer (**

    × (

    2- **remove is used to remove a language and not to use it**

    (√ (

Add (install) a new printer

Class : ...... / ......   **Time** : ...... / ......

..**Date** : ...... / ...... / 201

Class : ...... / ......   **Time** : ...... / ......

Date : ...... / ...... / 201..

Objective   Expected at
the end of this lesson
-:that student should be able to

* Know steps of installing a new printer into the computer.

* Add install a new printer.

Acquires the student positive attitudes towards .
*collective action

Learning Aids

- ❖
- ❖
- ❖
- ❖

**Computer
Picture
Data show
White
board**

learning - **Learning Method**

Discussion - Cooperative

Groups

Know steps of installing a new printer

❖ into the computer

new printer .

Warm Up

What types of printers?

Lesson Presentation

- **steps of installing a new printer into the computer**

    1- **connect the printer to your computer**

    2- **connect the printer to power supply**

    3- **turn computer the windows will automatically identify**
       the new device

- **Add install a new printer.**

    1- **open start list**

    2- **Control Panel**

    3- **Click printers and other hardware**

    4- **Select printers and faxes**

    5- **Click**

- **Delete an installed printer:-**

    1- **Start**

    2- **Printer and faxes**

    3- **Right click on the icon of the printer**

    4- **Select delete**

- **Identify the default printer:-**

    Select set as default printer

Evaluation

Complete the following

Add install a new printer

1-…………………………………………..

2-…………………………………………..

3-…………………………………………..

4-…………………………………………..

5-………………………………………….

Set volume properties

Class : …… / ……   **Time** : …… / ……

..**Date** : …… / …… / **201**

Class : …… / ……   **Time** : …… / ……

Date : …… / …… / **201**..

Objective   **Expected at**
the end of this lesson
-:that student should be able to

* **Know Set the volume level.**

* **Open volume master window.**
Appreciate the importance of computers in our .
* **lives**

Learning Aids

❖

Computer
Picture
Data show
White

❖
❖
❖

Discussion – Groups

Open volume master window

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volume properties

properties?

What set the volume

Lesson Presentation

- **Open volume master window :-**

    1- **Double click on the taskbar icon.**

    OR

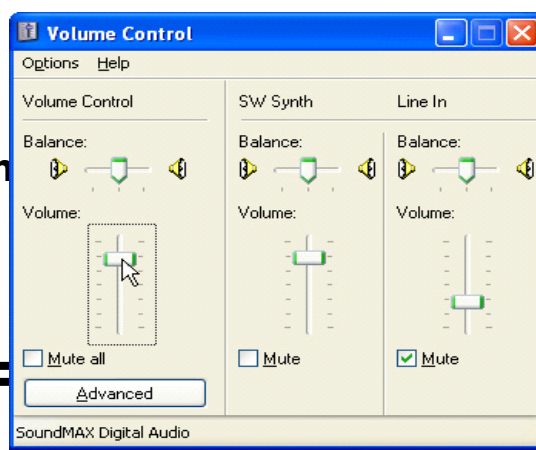   2- **Start ⟶ control panel ⟶ sound ,speech, and audio devices**

        ⟶ Click speaker volume

- **Set the volume level :-**

    Settings and properties by setting th

    1- **My master volume**

    2- **Pc speaker**

3- Cd Audio

- **set the volume properties**

1- Start

2- control panel

3- Sound, speech, and audio devices

4- Sounds control

A-   Device   B- Speaker

settings

Put (Evaluation**) (√) or (×)**

1- We can open the volume level window in several ways **(√)**

2- Double click on the speaker icon in the taskbar will

automatically mute the volume **(× (**

DEALING WITH NET WORK

Class : …… / ……   Time : …… / ……

..**Date** : …… / …… / **201**

Class : …… / ……   Time : …… / ……

Date : …… / …… / **201**..

Objective   Expected at
the end of this lesson
-:that student should be able to

*Recognizes on net work uses and advantages..
* Used the network..
* participates his colleagues the activity..

Learning Aids

❖ Computer

❖ White board

Learning Method

Discussion – Groups

Activities In The Class

Known types the networks

❖

example of network life

Activities Out SIDE The Class

Give the from the practical

Warm Up using net work?

What the advantages of

Lesson Presentation

NETWORK:- it is Two or more computer connected together to exchange the information easily..

THE NETWORK INTO TOW MAIN TYPES:-

A – (LAN) in this type all the connected computer are in the same place

B – (WAN) in this type the connected computers are far from each others

NETWORKS USE ANA ADVANTAGES:-

A-Easy exchange of information.

B-Fast exchange of files.

C-Accuracy of exchange of information.

D-Secure exchange of information.

E-Participation in the use of resources

Evaluation   **Complete the following**

1-………………..it is two or more computer that are

connected together to exchange information.

2-…………………a network of computers which are in

same room.

Examples of Networks From The Practical Life

Class : …… / ……   **Time** : …… / ……

..**Date** : …… / …… / 201

Class : …… / ……   **Time** : …… / ……

Date : …… / …… / 201..

Objective   Expected at
the end of this lesson
-:that student should be able to

* **Known Example of Networks from the practical life ..**
* **Used the network..**
* **participates his colleagues the activity..**

Learning Aids

• Computer

• White board

Learning Method   Discussion –   Groups

Activities In The Class   **Open the internet**

❖

importance of inter national   **Activities Out SIDE The Class**

Know

Network (internet).

Warm Up

What the advantages of

using net work?

Lesson Presentation

From the advantage of using net work :-

1- Fast and efficient communication and exchange of information .

2- Sharing data and information.

3-Sharing resources as printer and scanner.

4-Less cost that it saves time and protects the confidentiality of information.

Examples of networks from the practical:-

1- Bank   2- centrals

3-Companies   4-Train stations

5-Art ports   6-school and universities

7-Ministries   8-companies and
factories

9-Leaving national number birth certificate or ID card.

Evaluation   **Put (√) or (× (**

1-sharing data and information are of the network

   advantage ( )

2-the network should be abig group of computer (   ).

Types of net work

Class : …… / ……   **Time** : …… / ……

..**Date** : …… / …… / **201**

Class : …… / ……   **Time** : …… / ……

Date : …… / …… / **201**..

Objective   **Expected at**
the end of this lesson
-:that student should be able to

* Known the difference between "wan,lan"
* Sets forms of the main network …
*participates his colleagues the activity…

Learning Aids

* Computer

* White board

Learning Methods
learning   **Discussion –   Groups- pear**

Activities In The network   **Recognize forms of main**

❖

types of networks

What are types of networks?

Lesson Presentation

***Types of network (wan-lan):-**The difference between (wan lan)..

FIRST (LAN):- It is the network in which all the connected ...computer are near to each other

-: ADVANTAGES OF LAN

.data sharing..   2-sharing the physical resources-1

... sharing large star age media-3

sharing the programs which are stored on one of the net work-4 ..computer

-:SECOND (WAN)

It is the net work which the computers are far from each other ..for unlimited distance and those computers

-:ADVANTAGES OF (WAN)

The most important advantage of this type of networks is the ...easy and smooth exchange of information among the devices

-: FORMS OF THE MAIN NETWORKS

... BUS...   2-STAR...   3-RING-1

Evaluation

COMPLETE THE FOLLOWING:-

1-……………..A type of networks whose computer are in the same place…

2-…………….it is the network in which the computer are far from each other for unlimited distance and those computer …